

The Maine Department of Education

**ADVANCED PLACEMENT INCENTIVE PROGRAM (APIP)**  
**2007-2008**

**Program Description and Application**

The purpose of this grant is to increase the participation and success of low-income students in Advanced Placement (AP) courses and to expand offerings of AP courses for students in schools of high need.

For further information:

[www.maine.gov/education/apip](http://www.maine.gov/education/apip)

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***Funding provided by the US Dept. of Education***  
under CFDA/SubProgram #84.330C Advanced Placement Program  
**State Grant Doc. #S330C060149-07**

## **APIP Program Goals and Objectives**

The purpose of this project, funded by a grant from the U.S. Department of Education, is to increase the participation of low-income students in Advanced Placement (AP) courses and to expand offerings of AP courses for low-income students in schools of high need. This application provides funds for teachers, high schools, and middle and high schools working together to address the following goals and objectives:

2006-2007

1. Provide resources to the qualified high schools and School administrative units (SAUs) during preparation for the implementation of new AP courses in 2007-2008 and each subsequent year, the enhancement of existing courses and expansion of opportunities for new and existing courses.
2. Develop online and ATM AP courses so that every student in Maine has access to AP at little or no cost.
3. Provide professional development for teachers (all AP and non AP teachers as all are preparing students for AP), AP coordinators, administrators, and guidance counselors.
4. Provide high quality and sufficient materials to support the implementation of the course and support for students through tutoring, AP labs, online supplemental help, summer prep sessions, English language assistance, etc.
5. Implement professional development that is sequential and supports teachers throughout the year as well as prior to the implementation of the course. Mentoring will begin once the schools have identified the courses they wish to implement. All new teachers will attend a summer institute, be part of the mentoring program and attend topic based seminars.
6. Support strategies that can be used with all students and programs that support college readiness will be implemented in grades 6-11 to prepare ALL students for AP success. Strategies may include Springboard, AVID, and strategies for assisting students whose native language is not English.
7. Articulation and coordination teams are established and meet during the year in each content area where an AP course is being implemented. The team is made up of teachers from middle and high schools and the AP teacher in order to identify knowledge, skills and strategies that students need to be prepared for AP courses. Materials are available to support needs identified through the teams.
8. Summer labs and activities support new AP students.
9. Support services are designed and implemented for students in AP courses and to support student learning in AP specific strategies during the school year.
10. Provide AP test prep programs, including online programs, for all students.

Each application must identify the specific APIP Program Goals and Objectives from the list above that will be addressed by the proposed activities and the funds requested. Each application must also describe the evidence that will be submitted that demonstrates that the proposed activities took place and how the funds were expended.

## **APPLICATION AND PROGRAM REQUIREMENTS**

**(Please Read Carefully)**

**Eligibility**

School administrative units with 40% or more of their K-8 population are eligible to apply for funds based upon February 2007 data. To determine your school's eligibility visit the following web page: [www.maine.gov/education/apipgrant](http://www.maine.gov/education/apipgrant)

SCHOOL ADMINISTRATIVE UNITS THAT HAVE NOT SUBMITTED DELIVERABLES FOR CURRENT OR PAST PROJECTS WILL NOT BE ELIGIBLE FOR FUNDS UNTIL GRANT EXPECTATIONS ARE MET.

**Application Requirements**

- All forms must be completed and returned in order to be considered in the application process.
- Any incomplete application will be returned and not considered until the completed application is submitted.
- Each application must include a cover sheet and a completed budget.
- Applications must identify the APIP Program Goals and Objectives (listed on page 3) that will be addressed by the activities proposed and the funds requested.
- Applications must also describe the evidence that will be submitted that demonstrates that the proposed activities took place and how the funds were expended.
- Applications must identify the number and percentage of low-income students to be assisted.
- **EMAIL OR FAXED APPLICATIONS WILL NOT BE ACCEPTED OR CONSIDERED.**

**Requirements for the Application and Use of APIP Funds**

- In order to be eligible for funding in 2007-2008, low-income students MUST make up at least 20 % of enrollment in a new AP course and at least 30% of an existing AP course.
- Funding requests for all AP courses planned for 2008-2009, both new AP courses and existing AP courses; MUST have at least 30% of the projected enrollment include low-income students.
- Funding must be requested for specific activities only, and will *be provided for specific activities on a "first come, first serve" basis, as long as funds remain.* You may submit more than one application during the year for separate activities.
- Funds may be used to attend regional institutes and workshops (if no instate activity is available) and institutes during 2007-2008 in preparation for offering an AP class in the fall of 2009. Professional conferences will not be funded.
- Teachers involved in the AP Maine Mentoring Project and AP Professional Learning Communities may apply for travel funds to attend meetings under the professional development portion of the application.
- **DO NOT SPEND ANY FUNDS WITH EXPECTATION OF FUNDING FROM THIS GRANT PROGRAM UNTIL YOU HAVE WRITTEN APPROVAL FROM THE DEPARTMENT OF EDUCATION. VERBAL DISCUSSIONS DO NOT CONSTITUTE FORMAL APPROVAL.**
- All requests MUST include local commitment as demonstrated through financial and in-kind costs that are related to the activity. Matching funds can be provided through teacher salaries, travel, substitute costs, and materials. These funds are supplemental and must NOT be used to supplant local funds or expectations.

- All funds are to supplement local efforts and not to supplant local or state funds or an existing program as required by Maine's *Learning Results*.

### **Term of Activities**

All activities proposed must take place between October 1, 2007 and September 30, 2008.

### **Application Due Date**

*Applications must be submitted in writing at least six weeks prior to proposed activities. No applications will be accepted via fax or email. **No Applications will be accepted after June 15, 2008.** Do not expend any funds prior to acceptance of Department of Education's written approval of any funding request submitted under this program.*

### **Submission of Applications**

Mail completed application via US Postal Service to:

**Nancy Lamontagne  
Department of Education  
23 State House Station  
Augusta, Maine 04333-0023**

### **Program Participation Requirements**

Once an application has been approved the following will be required:

- All AP courses must have open access enrollment for all students.
- All approved applicants are required to use "AP Potential" and must submit evidence of having used the program data and the strategies used to recruit students, particularly low income students, to enroll in AP courses.
- AP contact persons must attend three meetings per year and provide data as requested to meet State and federal reporting requirements.
- SCHOOLS MUST PARTICIPATE IN AT LEAST TWO OTHER APIP COMPONENTS (SUCH AS THE MENTORING PROGRAM OR THE PROFESSIONAL LEARNING COMMUNITIES), AND AT LEAST TWO PROFESSIONAL DEVELOPMENT ACTIVITIES.
- SUPPLEMENTAL SUPPORT TO STUDENTS, PARTICULARLY LOW INCOME STUDENTS, MUST BE PROVIDED DURING THE SCHOOL YEAR AND/OR SUMMER.

### **Reporting Requirements**

- PRIOR TO RECEIVING PAYMENT FOR FINAL INVOICE, all schools/school administrative units that receive funding from this grant program will be required to submit an end-of-project report within 30 days of the ending date of the grant, but no later than the dates given in the following paragraph. The end-of-project report will summarize the impact of the activities on the target population, indicate whether or not APIP Program Goals and Objectives were met, evaluate the activity/materials, and describe project plans by the school(s) to sustain the work.
- **ALL INVOICES AND REPORTS MUST BE SUBMITTED BY JULY 15, 2008 FOR SCHOOL YEAR ACTIVITIES AND SEPTEMBER 15, 2008 FOR SUMMER ACTIVITIES. SCHOOL ADMINISTRATIVE UNITS WILL NOT BE REIMBURSED ON ANY INVOICES IF REPORTS HAVE NOT BEEN RECEIVED BY THE ABOVE DATES.**

### **Evaluation Requirements**

- **All funded sites must participate in the statewide evaluation. Each school/school administrative unit will be contacted regarding data that may include teacher and student participation information and evaluation data required for the statewide evaluation. A meeting on the evaluation process will be held in the Spring of 2008.**

**Application for the Advanced Placement Incentive Program (APIP)**  
**Maine Department of Education**  
**2007-2008**

**Complete this Cover Page and submit with each application. Incomplete applications will be returned for completion.**

Administrative Unit: \_\_\_\_\_  
(City, Town, SAD, CSD)

Vendor Code: \_\_\_\_\_

Central Office Address: \_\_\_\_\_

Central Office Phone: \_\_\_\_\_

High School: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person/ AP Coordinator: \_\_\_\_\_

Email Address: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Amount of Funds applied for: \_\_\_\_\_

**As principal** of the above high school, I certify that I support the development and implementation of the activity and subsequent instruction being applied for.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Print name here

**Superintendent's Approval:** As superintendent of the above unit, I certify that I support this application and that proper records will be maintained for reporting or auditing purposes.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Print name here

All funds are sent to the school administrative unit's main office.

Email or Faxed copies of this application will not be considered.

**Application for the Advanced Placement Incentive Program (APIP)**  
**Maine Department of Education**  
**2007-2008**

**This page completed is required to be submitted with each application.**

- 1. Mentoring Program-** A mentoring program for teachers new to teaching AP will be offered in the following courses: Computer Science, Chemistry, English Language, English Literature, Calculus AB, Statistics, Biology, French, Spanish, Studio Art, Gov't & Politics, European History, World History, and US History. If you are interested in a mentoring program in a different subject, please note the subject and we will contact you.


- 2. Professional Learning Communities-** AP Professional Learning Communities will be an expansion of the AP Mentoring Program. These AP communities will be for experienced AP teachers with 3 or more years of teaching AP. We are currently recruiting teacher participation as either a convener or a participant. Please indicate your interest.

**Name**\_\_\_\_\_ **Subject**\_\_\_\_\_

**Participant                      or                      Convener**

- 3. Describe supplemental support services for students and budgeted amount** (example: tutoring after school, online support, APEX Test Prep, etc.):


- 4. Attach a copy of your AP Course Descriptions,** as reported in your student handbook, that include any criteria used for enrollment.

**ANY INCOMPLETE APPLICATION WILL BE RETURNED AND NOT CONSIDERED UNTIL THE COMPLETED APPLICATION IS SUBMITTED.**

# MATERIALS

**(Copy and use different pages for each subject area)**

Complete this page if you are applying for funds for materials for an Advanced Placement course or to increase the preparedness of ALL students for AP courses in your middle and high school. Materials for courses that are not AP must be identified through an articulation & coordination team and be for all students. Funds are available to support an articulation & coordination team. A school may receive up to \$3,500 for a grade 7 through AP team.

Subject \_\_\_\_\_

- 1. Identify the name of the teacher(s) and the course(s) that will be supported with these funds. Pre-AP course materials must show a connection to AP and the involvement of articulation to the AP course:**

Name(s)

AP Course(s)

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- 2. \* Number of Students in AP courses/subjects affected by this application:**

Course Title (list each class individually*) <b>Example:</b>	Enrollment by class -2007- 2008	Number meeting low- income criteria (2007- 2008)	Number meeting low-income criteria in 2006-2007	Comments
English Lang.	10-Example	4-Example	3-Example	
English Lit.	4-Example	2-Example	0	New course

**\* If two sections of one course, list as 2 separate classes.**

**Funds can only be provided to an existing class that has at least 30% low-income students and at least 20% low-income students for a new class, and for Pre-AP experiences that include preparation for all students.**

- 3. Provide a brief explanation of why materials are needed. Pre AP materials must support all students in that subject at that grade level:**

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- 4. Provide an explanation of local commitment/matching support. Show amounts:**

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5. **Materials** (amounts must be the same as the number of students enrolled)  
List materials, number of copies, cost per copy/piece, and source of materials **(submitted invoices must match this list):**

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6. **How will materials be used to enhance or support classroom learning and support all students in developing the skills and knowledge to prepare all for AP courses?** If requesting materials for AP preparation experience, explain how funds will supplement local expectations and will support AP preparation for all students.

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7. **Explain how these materials are meeting a need beyond what the school administrative units can fund and beyond local budget amounts:**

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8. **Reporting Requirements:** Prior to receiving final reimbursement, schools receiving funds for AP Class startup/enhancement must provide the information related to these courses including, but not limited to, an evaluation of the materials, how materials were used, course syllabi for new courses and a list of AP test scores. Schools must also explain whether or not Project Goals and Objectives were met and plans for sustaining the efforts. This information should be included in the end of project report.

**Requests for materials are reviewed by current AP mentors and/or AP consultants in the content area.**

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## Articulation & Coordination Teams

### **Articulation & Coordination Teams – Must attend training when provided.**

Funds are available to support an articulation & coordination team. A school may receive up to \$3,500 for a grade 7 through AP team. Articulation and coordination teams should be established and meet during the year in each content area where an AP course is being implemented. The team is made up of teachers from middle and high schools and the AP teacher in order to identify knowledge, skills and strategies that students need to be prepared for AP courses. Materials are available to support needs identified through the teams.

1. **Subject Area requested:** \_\_\_\_\_

2. **Teachers on A & C Team: Teachers representing each grade level must be on the team. The team must also include at least one administrator/guidance counselor from each participating school.**

<i>Name</i>	<i>Course/grade level</i>	<i>School</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. **Administrator/Guidance:**

\_\_\_\_\_

4. **Explain how the Articulation and Coordination Team will develop and operate. List all of the APIP Goals and Objectives, activities, topics, and timelines. Please use space provided and continue on separate sheet of paper if needed.**

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## Professional Development

Complete this page if you are applying for funds for professional development for AP teachers. For new AP teachers, identify the course that will be taught and when the course will be in place. Courses must be implemented no later than 2007-2008. If the course is not implemented, the school administrative unit must reimburse any payment received from the Maine Department of Education. Funds are available for current and new teacher training through AP institutes and workshops and courses directly related to AP instruction, including activities related to the College Board Mentoring Program. Funding WILL NOT be provided for professional conferences. The funds must be used for activities for which funds are not available at the local level and which, if these funds are not granted, the teacher will be unable to attend.

- ❖ ***A separate invitation will be sent for the New England College Board Regional Forum for a college counselor in the high school. Please do not apply for funding through this application. The school must be a full participant in the AP project for counselors to be eligible.***

- 1. Identify the name of the teacher(s) and the AP course(s) that will be supported by these funds:**

Name(s)	AP Course(s)
_____	_____
_____	_____
_____	_____
_____	_____

- 2. Number of Students in each AP course affected by this application:**

Class Title (list each class individually*) <b>Example:</b>	Enrollment by Class -2007- 2008	Number meeting low- income criteria (2007- 2008)	Number meeting Low-income criteria in 2006-2007	Comments
English Lang.	10-Example	4-Example	3-Example	
English Lit.	4-Example	2-Example	0	New course

**\* If two sections of one course, list as 2 separate classes.**

**Funds can only be provided to an existing class that has at least 30% low-income students and at least 20% low-income students for a new class, and for Pre-AP experiences that include preparation for all students.**

- 3. Provide a brief explanation of the need for these funds and the activity or activities to be supported by them. Explain how it will impact the AP classroom.**

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## Professional Development (continued)

**4. Provide explanation of local commitment/matching support; show amounts:**

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**5. Professional development activity for which funds are requested:**

List specific activity and attach copy of activity information, including a blank registration form. Your request will not be reviewed without this information.

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**6. Deliverables:** Prior to final reimbursement, schools receiving funds for AP professional development must provide information related to professional development including, but not limited to, an evaluation of the activity and/or AP test scores. Schools must participate in the statewide evaluation.

**DO NOT REGISTER FOR AN ACTIVITY PRIOR TO WRITTEN APPROVAL OF THIS FUNDING REQUEST. FINAL REIMBURSEMENT TO THE SCHOOL UNIT WILL NOT BE MADE UNTIL THE DELIVERABLES ARE RECEIVED.**

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## Budget

**This page completed must be submitted in an application. A budget page is required for each area, i.e., professional development, materials.**

	Request:	Local Contribution: (Is required)
Personnel (e.g., substitutes)	_____	_____
Supplies/Materials	_____	_____
Articulation & Coordination Teams	_____	_____
Staff tuition/Professional Development	_____	_____
Travel/Per diem	_____	_____
Total	_____	_____

REMINDER: All funds received are to **SUPPLEMENT** and must **NOT** be used to supplant regular local costs. Funds requested must be above and beyond the school administrative unit's capacity to pay. Stipends are not an allowable cost but may be used as matching funds. College Credit is not an allowable cost.

Additional Budget Explanation (if Necessary):

**Reminder: Do not register for activities or expend any funds until written approval is received.**

**DUE DATE: Six weeks prior to start of activity  
and no later than 6/15/08**

**Return this application by US Postal Service to:**

Nancy Lamontagne  
Maine Department of Education  
23 State House Station  
Augusta, Maine 04333

Emailed or Faxed applications will not be considered.

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